

Risk Assessment

INSTRUCTIONS FOR COMPLETION

Please complete the table below and review the risk assessment for your nursery. Ensure that you cover each of the individual Hazards / Risks and where possible eliminate these or ensure there are suitable controls in place for each.

The risk assessment should be reviewed regularly and at least annually, and any amendments should be noted on the 'Risk Assessment Review History' table at the end. When new resources, activities or experiences are planned the Setting manager should update this risk assessment accordingly. If new risk is identified these must be added on and noted in the History.

Setting Name:	Date Assessed: 14/05/2020	Review Date: 14/06/2020
	Assessed by: Susannah Forth	Signed: S.Forth

RISK ASSESSMENT REVIEW HISTORY

REVIEW DATE	REVIEWED BY	REVIEWER SIGNATURE

RISK / PRIORITY INDICATOR KEY

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME FOR ACTION
12-25	High	As soon as possible / High Priority
6-11	Medium	Within next 3-6 months / Medium Priority
1-5	Low	Whenever viable to do so / Low Priority

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
1	Reopening Setting following COVID-19 Pandemic	Additional children on site with more likelihood of Covid-19 transmission	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed The DFE guidance "Early years and childcare COVID-19 guidance is being followed Only key worker and vulnerable children attending site Record kept of all attendees and given to LA upon request All children wash hands regularly singing happy birthday twice Parents do not enter classrooms Staff use sanitisation stations to clean children's hands on entry Always in line with staff to children ratios Information posters are present across site on hygiene Regular cleaning of frequently touched areas Calls are made to parents by 10am if child has not arrived at nursery If one parent at home child has to remain at home also Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed 	3	4	12	<ul style="list-style-type: none"> One-way entry and exit system to be introduced after lockdown Additional children attending have been identified via the Epidemic and Pandemic Policy

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
2	Reopening Setting following COVID-19 Pandemic	Someone who is infected entering the premises	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed The building is closed to the public, so visitors are not permitted Deliveries are left at front porch Information posters are present at entrances Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently touched areas cleaned regularly throughout the day and at the start and end of each day All fundraising events cancelled until further notice Manager communicates regularly with SLT to assess and evaluate the risks Staff working from home where practicable Other users such as instructors or external teachers no longer entering building. Parents have a staggered arrival times to aid in social distancing Parents hand over children at agreed points to minimise people in buildings 	2	3	6	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
3	Reopening Setting following COVID-19 Pandemic	Someone becomes ill in the workplace	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online If the person affected is a visitor their organisation will be informed if possible Workplace will be decontaminated following UK Government guidelines Best practice hygiene requirements are being followed. Managers communicating daily to assess and evaluate the risks Best practice social distancing of 2 meters is being followed as best as possible Information posters on hygiene are present on notice board and toilets Regular cleaning of frequently touched areas take place Parents to be informed immediately and child to be collect within a 30-minute window Child to be removed from the main 'bubble' area, with one staff member, who will use full PPE (Gloves, Disposable apron and face mask) until the child is collected All PPS is disposed of by double bagging and places in clinical waste bins 	3	3	9	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
4	Reopening Setting following COVID-19 Pandemic	Contaminated workplace	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Workplace will be decontaminated following UK Government guidelines Additional 'cleaning monitor' to do deep clean and regularly cleaning throughout the day Best practice hygiene requirements are being followed. Best practice social distancing of 2 meters is being followed as best as possible Information posters are present across site on hygiene Regular cleaning of frequently touched areas Building is closed to the public, so visitors not permitted Only necessary maintenance carried out by external contractors Extra hygiene by staff encouraged 	3	3	9	
5	Reopening Setting following COVID-19 Pandemic	Workplace gatherings	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Social distancing has been implemented All employees who are able to work from home have been told to do so Business meetings take place via Teams or similar Customer meetings are cancelled No handshaking Social distancing of 2 meters for remaining staff where practicable 	2	2	4	
6	Reopening Setting following COVID-19 Pandemic	Vulnerable Employees	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Managers have identified certain vulnerable employees Vulnerable employees may be required to work from home Pregnant workers will be told to self-isolate or work from home 	1	3	3	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
7	Reopening Setting following COVID-19 Pandemic	Employees who have contracted COVID-19 outside of work and are asymptomatic	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines Employees with COVID-19 or suspected COVID-19 will self-isolate as per Government guidelines The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines Employees must arrange a COVID-19 test 	3	4	12	
8	Reopening Setting following COVID-19 Pandemic	An employee becoming Symptomatic while at the workplace	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Employees are advised to follow NHS Guidance online Symptomatic employees will be instructed to go home Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance The workplace will be decontaminated following Government guidance Some staff now working from home Details of any staff becoming symptomatic are notified to HR for welfare grounds and to track potential c-19 outbreak 	2	4	8	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
9	Reopening Setting following COVID-19 Pandemic	Self-isolation and wellbeing	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<i>Stay at Home Advice</i>) Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc All Staff have access to the Employee Wellbeing package and helpline Staff have access to Mental First Aiders peer support 	3	3	9	
10	Reopening Setting following COVID-19 Pandemic	Staff or children being exposed to Covid-19 while on public transport while traveling to the setting	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers Employees are advised to limit the use of public transport Employee shift group will be arranged to support car sharing wherever possible to limit the use of public transport Employees are advised to keep Social distancing whilst traveling Employees advised not to travel unless necessary 	2	4	8	
11	Reopening Setting following COVID-19 Pandemic	Visiting other sites or home visits	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> All visits to other sites such as training courses have ceased All home-visits where used have ceased Virtual tours will be available for prospective customers 	1	3	3	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
12	Reopening Setting following COVID-19 Pandemic	Other building users	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> Tenants or shared buildings should use separate entrances, kitchen and toilet facilities wherever possible SLT no longer using building 	2	4	8	
13	Reopening Setting following COVID-19 Pandemic	Visits and Staff Meetings	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> UK Government guidance being followed SLT are not attending site SLT are being kept up to date via email and telephone. SLT meetings will be conducted via mobile devices and without the need for any SLT member to travel 	1	3	3	
14	Reopening Setting following COVID-19 Pandemic	Children being unable to follow guidelines on social distancing effectively	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> Cap on number of children permitted in each room and 'bubble' No mixing of bubbles throughout the day Where possible children using self-contained toilets and nappy changing areas in own bubble to limit mixing Use of internal communal spaces restricted Outdoor spaces should be used by different 'bubbles' at different times Priority order of returning children as per Epidemic and Pandemic Policy Staff shifts utilised to reduce bubble mixing Staff breaks wherever possible should be taken outside if social distancing is not possible in the setting Parents to drop their children at designated places Social distance markers provided outside to aid drop off times 	4	4	16	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
15	Reopening Setting following COVID-19 Pandemic	Drop off and collections	Employees, Children, Parents, Volunteers, Other Agencies	<ul style="list-style-type: none"> Each setting has designated drop off zones for each age group Only children who are symptom free are permitted Limit toys from home to comfort essentials only Only 1 adult per family to drop off or collect Only parents who are symptom free to drop off or collect Staff will take children from parents and use the sanitisation station in their individual bubbles Children encouraged not to touch face, eyes, mouth and nose Public transport should be avoided for children coming into nursery Children how are clinically vulnerable will not be permitted to attend the setting Children are not to be give paracetamol or ibuprofen before coming into the setting Parents are requested to bring in additional items into nursery, including but not limited to, 1 change of clothes in a wipeable bag, drinks bottles, sun hat, coat. We requested that these items stay at the nursery. 	3	3	9	<ul style="list-style-type: none"> Babies – Toddlers – Preschool -
16	Reopening Setting following COVID-19 Pandemic	Emergency Contacts	Employees, Children, Parents	<ul style="list-style-type: none"> Parents must ensure they are contactable while their child is in the setting Parents must ensure that if their child displays any of the symptoms of Covid-19, they will return to collect within half an hour of being informed In the event a parent is uncontactable, the setting will endeavour to call all the emergency contacts listed Parents will be required to ensure their emergency contact list is up to date before taking up a place upon reopening 	3	3	9	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
17	Reopening Setting following COVID-19 Pandemic	Cleaning of equipment	Employees, Children	<ul style="list-style-type: none"> One employee is designated as the 'cleaning monitor' whose responsibility is solely for cleaning and sterilising equipment during the day Minimise resources to those that can be cleaned effectively All soft furnishings except for those that can be machine washed to be removed Wherever possible resources should not be shared across bubbles Clean and disinfect frequently touched surfaces throughout the day, signing off the Covid-19 cleaning schedule The 'cleaning monitor' should wear disposable gloves and changes these regularly throughout the day To clean hard surfaces, first using a clean cloth with warm soapy water, then once air dried spray antibacterial spray and wipe down All employees and children should regularly wash hands for a minimum of 20 seconds/ All PPE using while cleaning should be double bagged and places int eh clinical wate bin Regular cleaning of electronics such as tablets, PC's, keyboards, telephones should be carried out throughout the day 	2	2	4	
18	Reopening Setting following COVID-19 Pandemic	Outdoors space and equipment	Employees, Children	<ul style="list-style-type: none"> Children and adults should spend as much time outside as possible Hard equipment surfaces, such as bikes, slides should be washed down at the end of each bubble's session outside and at the end of the day 	2	2	4	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
19	Reopening Setting following COVID-19 Pandemic	Supply of PPE	Employees, Children	<ul style="list-style-type: none"> All sites will ensure adequate supply of: <ul style="list-style-type: none"> Disposable gloves Disposable aprons Wipeable aprons for food service Antibacterial gel Soap Washing up liquid Disinfectant spray 1 box of face masks only to be used if child needs to be isolated from the bubble All employees should be shown how to use the above equipment PPE to be ordered online, or distributed from another setting if not available to order online Stock must be adequate for each setting Any shortages or problems ordering PPE (gloves, aprons or masks) are reported to SLT 	3	3	9	
20	Reopening Setting following COVID-19 Pandemic	Supply of food	Employees, Children, Parents	<ul style="list-style-type: none"> Wherever possible food will be served in the bubbles with additional space between children Children are not permitted to bring in packed lunches, all meals will be provided onsite prepared by staff wearing appropriate PPE Tables used must be easily cleaned or have wipeable tablecloths Children and staff must wash hands prior to food prepare, serving and eating Children and staff must wash their hands after eating Adults to handle eaten food as little as possible Wherever possible children should wipe their won faces, staff should hale those who need it using PPE if required Extra measures for cleaning kitchen areas are implemented. Food supplies to be arranged online and for delivery wherever possible 	3	2	6	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
21	Reopening Setting following COVID-19 Pandemic	Contraction of Covid-19 during close physical contact while providing intimate care routines	Employees, Children	<ul style="list-style-type: none"> Children should be supported to take care of the personal needs as much as they can themselves Limit the number of sinks and toilets used or if sharing across bubbles, designated specific toilets/sinks to specific bubbles When changing nappies limit children access the toilet PPE is to be worn when changing nappies or dealing with toileting incidents or bodily fluids Used nappies are to be double bagged and put into the clinical waste bins The toilet areas should be cleaned regularly during the day by the nominated 'cleaning monitor If a child has an accident, wherever possible nursery clothes will be used' 	3	4	12	
22	Reopening Setting following COVID-19 Pandemic	Child wellbeing and education	Employees, Children	<ul style="list-style-type: none"> Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue Children should be supported to understand the changes and challenges they maybe encountering as a result of Covid-19. Staff need to ensure that children's attachments are maintained wherever possible and their emotional needs are being met Use the garden areas as much as possible is paramount Reduce the use of messy play type of activities to individual pots per child or remove, except for water play and outdoor sand play If sand play is to be used, this is to be sterilised daily overnight using a Milton solution 	2	2	4	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020

PLAY OUT

Ref	Activity / Task	Hazards / Risks	Persons at risk	Controls established by the Company	Likelihood (1-5)	Severity (1-5)	Risk / Priority	Additional controls required (locally)
23	Reopening Setting following COVID-19 Pandemic	Staff training and wellbeing	Employees	<ul style="list-style-type: none"> • Contact with the Mental Health first aider is available for all employees • All employees will undergo additional infection control training before returning to work • All employees will receive training and briefing on the policy and practises changes relating to Covid-19 before commencing work • All employees will receive training on this risk assessment and can input in the review 	2	2	4	

The policy was adopted on:
14th May 2020

Created By:
SF_05/20

Review Date:
14th June 2020